

Message

**From:** This Week @ EPA [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7A2F56A248E647F0BD8A89E90EC7AFBC-EPA NEWS]  
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**Subject:** This Week @ EPA - February 26, 2018



February 26, 2018

Banner photograph taken by Justin Bieller, Region 3, in the Poconos Mountains, Pennsylvania.

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## Senior Leadership Message

Dear Colleagues,

I am pleased to announce that we anticipate implementing Capstone this summer. As I mentioned in previous communications, Capstone is the agency's new role-based approach to email records management, which should make email records management much easier. You will be receiving a mass mailer in the coming days with detailed information and a description of what you should do to prepare for this exciting change.

As a reminder, until Capstone begins, you should continue handling email you are sending and receiving in Outlook per current records management policies and procedures.

Thank you for your continued support for effective management of agency records.

Steve Fine  
Acting Chief Information Officer



### Hot Topics

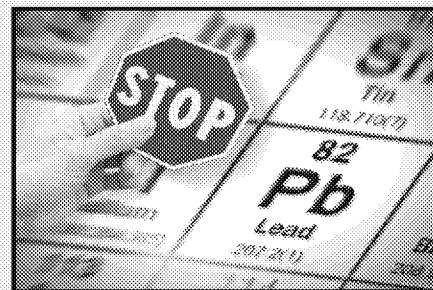
**Administrator hosts nation's leaders at lead summit**

The Administrator hosted fellow Cabinet members and other senior leaders to outline a federal strategy to reduce childhood lead exposure and associated health effects on Feb. 15. Members or their designees of the *President's Task Force on Environmental Health Risks and Safety Risks to Children* (Task Force) and other principals worked together to create a clear direction in the development and implementation of a new *Federal Strategy to Reduce Childhood Lead Exposures and Eliminate Associated Health Impacts*.

At the lead summit, attendees agreed to:

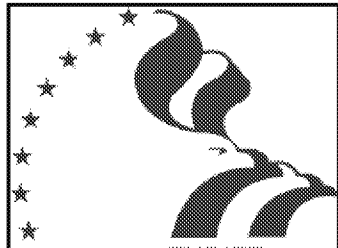
- Prioritize childhood lead exposure in Task Force departments and agencies;
- Support five goals that frame the new *Federal Strategy to Reduce Childhood Lead Exposures and Eliminate Associated Health Impacts*;
- Set an aggressive, near-term timeline for the Task Force to complete its work to draft the strategy; and
- Schedule a follow-up principals meeting or event to issue the federal strategy and discuss next steps.

For more information, [read the press release](#).



**TSP for Early to Mid-Career Employees seminar**

On Tuesday, Feb. 27, from 12 to 1:30 p.m. in B314 WJC East, a representative from the Federal Retirement Thrift



Investment Board (FRTIB) will facilitate a seminar entitled: Thrift Savings Plan (TSP) for Early to Mid-Career Employees. The TSP is an optional retirement savings and investment plan similar to 401(k) plans offered to private sector employees. This seminar will give you the tools you need to make smart decisions with your TSP savings as you prepare to retire.

**Webinar information:**

- If you are not located at headquarters, please click on the Adobe Connect link below to join the TSP course: [TSP for Early to Mid-Career Employees](#)

For additional information, please contact [Christina Hines](#) (202-566-1989). People in need of a reasonable accommodations should contact [Kristin P. Tropp](#) (202-559-0006).

Career profiles of African Americans at EPA

As part of the agency's recognition of African American History Month, we're proud to showcase the [career profiles of](#)

African Americans at EPA. This page highlights the work of a small sample of the talented group of African American employees at the agency. The page includes:

- Helena Wooden-Aguilar, Acting Deputy Chief of Staff, HQ
- Denise Benjamin-Sirmons, Director Office of Small and Disadvantaged Business Utilization, HQ
- Jonathan Newton, Attorney Advisor, HQ

We also want to take a moment to recognize the contributions of EPA's Senior Advisor to the Acting Deputy Administrator Reginald E. Allen, who was the guest speaker at the Naval Strategic Systems Programs' recent African American History Month observance. Reginald is a retired U.S. Army colonel, and his military career highlights include becoming the first African American since 1917 to command the famed 1st Squadron, 10th U.S. Cavalry, "Buffalo Soldiers," and leading the armored combat force in the operation that captured Saddam Hussein.

If you would like to be included on the African American employee profiles page, please contact Jessica Ann Orquina, Associate Director, Office of Web Communications at [orquina.jessica@epa.gov](mailto:orquina.jessica@epa.gov) or 202-564-0446.

### **FedHR Navigator (retirement calculator)**



The FedHR Navigator is an internet-based, interactive, self-service tool for EPA employees to develop calculations for

Federal civilian retirement, Thrift Savings Plan annuities, and Social Security benefits. Using the features in FedHR Navigator, EPA employees can develop unlimited retirement scenarios based on different assumptions using optional, early, disability, or discontinued service retirement rules. Your servicing Benefits Specialist has simultaneous access to the same screens that you do and can assist with your retirement estimates and forms.

**Instructions to Gain Access:**

- Visit [FedHR Navigator](#)
- Click on the PIV card tab and follow the instructions to register your PIV

The results contained in your projection are for planning and estimating purposes only and do not contain deductions for state/federal taxes. The Office of Personnel Management has the final authority on actual retirement amounts. For assistance, please contact your [Servicing Benefits Specialist](#).

**Be aware of seasonal and food allergies**

An allergy is your immune system's response to a substance, also known as an allergen, that does not typically bother other people. [Environmental allergies](#) can include pollen, pet dander, insect stings, and dust mites. [Food allergies](#) are most commonly caused by eggs, fish, milk, peanuts, shellfish, soy, tree nuts, and wheat.

If you have allergies, protect yourself from allergic reactions by doing the following:

- Avoid exposure to irritating substances.
- Remove foods you are allergic to from your diet.
- Remember to carry any allergy medications prescribed by your physician to treat accidental exposure.
- Alleviate seasonal allergies by keeping windows and doors closed and staying inside when pollen levels are high.
- Contact your personal physician or an allergy specialist to discuss treatment options.



For more information, visit the EPA intranet's [Allergies page](#).

## ELMS Update

The [EPA Lean Management System \(ELMS\) intranet site](#) is continually enhanced in order to provide all agency employees with key information about our progress. Most recently, we added examples of the ELMS performance board and action registry to the [Resources page](#).

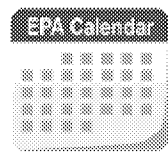
Performance boards display data about how a team is performing in relation to the targets it has established. As a critical part of the ELMS visual management approach, performance boards are large in size and set up in shared spaces where all team members can see them. They are the focal point of weekly huddle meetings that teams use to get coordinated and to identify problems that need to be addressed.

The forthcoming ELMS training for work units will focus on developing and using performance boards, so EPA teams do not need to set up boards now. In the meantime, you may want to start thinking about and discussing aspects of your team's work that, if done better, would lead to better mission outcomes. Performance boards are a tool for tracking these types of improvements.

The action registry is part of the performance board, but it is also used to keep track of a person's or team's work. The difference between the action registry and a regular to-do list is that the action registry requires entry of a due date, the name of the person responsible for the action, and the progress made to date. Including these elements in a format that is familiar to everyone engaged in ELMS is another example of visual management. When team members can see which efforts are moving as planned and which need attention, they can take action.

Please let us know how we might continue to improve the ELMS intranet site by providing your comments in the Feedback & Questions box of the [site home page](#).

## Key Dates



Click on each event below to get more details.  
Click on the "Add to Calendar" button to add an event to your Outlook calendar.

If you see a log-in screen, please click on your EPA email, or if prompted, enter your email and network password.

### This week:

**Feb. 27:** [African American Heritage Month 2018 Observance](#) [ADD TO CALENDAR](#)

**Feb. 27:** webinar - [TSP for Early to Mid-Career Employees seminar](#) [ADD TO CALENDAR](#)

**March 1:** webinar - [Lean Overview](#) [ADD TO CALENDAR](#)

## Video Spotlight

### EPA's National Enforcement Investigations Center

EPA's National Enforcement Investigations Center (NEIC) provides the scientific support behind some of the nation's most complicated environmental enforcement cases. Take a look inside the laboratories and see how their efforts tie in to the investigative process.



Total time: 4:58

## Health & Wellness

### Be heart smart

## IT Corner

### Are you using the right third party, social media sites to conduct EPA work?

Did you know that you're not permitted to use just any ol' third party software to conduct EPA business? In fact, EPA negotiates special EPA-only agreements with various social media and third party sites that resolve legal



issues with standard Terms of Service agreements that a user must agree to when setting up business related accounts.

The agency currently has more than 45 terms of service amendments signed. If you're interested in using ANY social media or third party tool for your region or program office, [contact your Web Council Representative](#) to discuss your options.

EPA employees cannot accept standard, online terms of service agreements on behalf of EPA because it can bind the agency to unacceptable or illegal terms. Be sure to coordinate third party

According to the Centers for Disease Control

agreements with the Office of Public Affairs, who will work with the Office of General Counsel and the Office of Environmental Information on a suitable agreement.

Visit the [EPA Terms of Service Agreements website](#) to view the current list of third party service amendments in existence or to learn what do if a tool or site your office wants to use is not on the list.

and Prevention, heart disease is the leading cause of mortality for both men and women in the United States, responsible for one in three deaths. Follow these tips to reduce your risk for heart disease:

- [Eat a healthy diet.](#)
- [Exercise regularly.](#)
- [Maintain a healthy weight.](#)
- [Manage stress.](#)
- [Do not smoke.](#)
- [Limit alcohol use.](#)
- Reduce your exposure to [unhealthy air quality](#).

For more information, visit the [Heart Disease page](#) on the EPA intranet.

We would love to hear your feedback about this newsletter. Please contact us at: [internalcomms@epa.gov](mailto:internalcomms@epa.gov) | <http://intranet.epa.gov/internalcomms>  
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